

Checklist of Documents to Submit

FY 2014 Exchange Network Solicitation Notice

The following documents are required under this Solicitation Notice and constitute the full application to EPA for assistance agreement funding. Fillable forms can be obtained from <http://www.epa.gov/ogd/AppKit/application.htm>).

- ☐ Standard Form 424, "Applications for Federal Assistance"
- ☐ Standard Form 424A, "Budget Information for Non Construction Programs"
- ☐ Standard Form 424B, "Assurances for Non Construction Programs"
- ☐ Certification Regarding Lobbying Form
- ☐ Standard Form 5700-54, "Key Contacts Form"
- ☐ EPA Form 4700-4, "Preaward Compliance Review Report"
- ☐ Project Narrative
 - No more than 10-pages, single-spaced.
 - Must address Evaluation Criteria [Section V-A] and link goals to outcomes that lead to environmental results.
 - Must include short statement of Business Need.
- ☐ Detailed Itemized Budget
 - Describe both total project budget and the costs associated with each major goal.
 - If budget includes indirect costs, an approved IDC Agreement is required.
- ☐ Standard Form LLL, "Disclosure of Lobbying Activities", if applicable
- ☐ Negotiated Indirect Cost Agreement, if applicable
- ☐ Programmatic Resources and Personnel
- ☐ Cover Letter
 - Recipient Information
 - Project Title
 - Type of Assistance Vehicle identified [Section II-B]
 - Partners, if applicable [Section III-C]
 - Brief Project Summary
 - Contact Information for Project Lead
 - Signature of Executive as Authorized Organizational Representative
- ☐ Description of Inter-Tribal Consortium Eligibility, if applicable
- ☐ Formal Project Partners, if applicable
 - Project Narrative [above] details roles and responsibilities of lead and partners in carrying out each project goal.
 - If lead will distribute funding to partners, describe methodology or state no distribution.
 - Letters of support and intent included from all proposed partners.
- ☐ List of Federally and/or Non-federally Funded Assistance Agreements